

# **Council on Aging Van Driver Job Description**

## **Definition:**

The Van Driver transports Boxborough seniors and disabled younger citizens to/from various locations for up to 19.5 hours a week.

## **Distinguishing Characteristics:**

This position requires the operation of the MART (Montachusett Area Regional Transit Authority) van with constant attention to safe operation of the vehicle and its handicapped access mechanisms. Scheduling for the van will be under the direction of the Council on Aging Coordinator. The driver must have a current Massachusetts driver's license and undergo training and certification as required by MART. Current MART training includes first aid, CPR, Wheelchair, car seat, pre-trip inspection, substance abuse, and blood borne pathogens. Also required are drug testing and a pre-employment physical scheduled by MART.

## **Examples of Work / Duties & Responsibilities**

- Driver will work under the direction of the COA Coordinator.
- Driver will transport individuals to medical appointments, shopping, bank, dentist, hairdressers, library, pharmacies, Post Office, Town Hall and COA field trips as assigned.
- Driver will keep a daily log of passengers, times, locations, mileage and fuel.
- Driver will assist passengers in and out of the van, particularly those with mobility impairment.
- Driver will check that all passengers have secured their seat belts.
- Driver will come to a complete stop at all railroad crossings.
- Driver will strictly adhere to posted speed limits and existing road conditions.
- Driver will perform a daily pre-operations safety check and fill the gas tank when necessary. Gas will be obtained from the Highway Department tanks.
- Driver will collect fares as established by the COA Board and Coordinator and deposit in a cash box that is maintained in the van.
- Driver will wear a seat belt at all times when driving.
- Driver will be on time for pickups barring exceptional circumstances.
- Driver will be courteous at all times when dealing with senior and/or disabled passengers.
- Driver will be responsible to see that all receipts for tolls, parking, or other required incidentals plus the cash box and daily log will be turned in to the Treasurer's Office at the end of each day's activity. If the Town Hall is closed, these items will be turned in to the Fire Department. At the end of each day, the keys will be turned in to the Fire Department.

## **Recommended Minimum Qualifications:**

### ***I – Education and Experience***

High school graduate or equivalent; ability to interact effectively with seniors.

### ***II – Knowledge, Ability and Skills***

Good knowledge of traffic and safety rules, and accident prevention practices. Familiarity with Boxborough area roads desirable.

### ***III - Special Requirements***

Valid Massachusetts Class D Driver's License. Good driving record.  
Must be able to satisfactorily complete MART Training and Certification program.  
Satisfactory CORI check.

### ***IV - Physical Requirements***

Must be able to physically assist seniors and disabled persons on and off the van and secure wheelchairs in the van.